

GENERAL INFORMATION	<p>The inspector must complete an official inspection report at the end of the inspection. The inspection report should follow the format of the Inspection Report Template in the laptop computer.</p>
	<p>The inspection report must contain the following general information:</p> <ul style="list-style-type: none">• licensee/owner's name as listed on Application For License (APHIS Form 7003/7003-A)• business name, if applicable• mailing address as listed on Application For License (APHIS Form 7003/7003-A)• site number as assigned by LARIS• site name, if applicable• site address - NOTE: a PO Box is not acceptable• USDA license or customer number• date of inspection• time of inspection• type of inspection (see below) <p><i>Types of Inspections:</i></p> <ul style="list-style-type: none">• <i>Routine</i> - normal periodic, unannounced inspection including:<ul style="list-style-type: none">▶ partial or focused inspection▶ re-inspection for direct noncompliant items▶ complaint inspection▶ search inspection• <i>Prelicense</i> - inspection to determine compliance with the AWA regulations and standards prior to issuance of a USDA license. Indicate whether 1st, 2nd, or 3rd.• <i>Attempted</i> - situation where an authorized person was not available to accompany the inspector. No inspection was conducted.